

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
Wednesday, November 13, 2019 Following the Pension Board Meeting
101 S. Irene Avenue, Milliken, CO 80543

Director Rutt calls the FRFR BoDs Meeting to order at 18:26. Roll call: Darrin Rutt, Blair Howe, Jim Young, and Greg Freehling. Reid Hobler is absent and excused. Also, in attendance are Chief West, Chief Covillo, Chief Drage, Christine Champlin, Cindy Heesemann, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE

PRESENTATION OF MDA CHECK: Engineer Bryan Leto has been the head of FRFRs MDA Program the past few years and has made huge progress in collecting money for MDA. He states this is the highest amount we have ever collected. He thanks Chief West for pledging and giving 10% of what was collected to help the cause. Leto personally thanks Chief West. Engineer Leto introduces the Lutz family who is active with MDA. FRFR collected \$9,418.88 this year! Leto presents the total to the family. A check will be given to MDA in that amount. Photos are taken.

BADGE PINNING OF KURT NAKATA: Chief Drage introduces our brand-new, old Safety Inspector, Kurt Nakata. He has been with us since November 5th, 2018 of last year, and has now started full-time as of November 11th, 2019. Drage states Nakata was with Loveland fire for 26 years. Drage welcomes Nakata and his family and states we are super excited to have him on-board!

Chief West and crew swear him in. Stacy Nakata, wife of Kurt, does the ceremonial pinning of the badge. Photos are taken.

GUEST/PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Freehling moves to approve the October 9, 2019 FRFR BoDs Meeting Minutes. Howe seconds. Roll call: All “aye.” Motion passes.

APPROVAL/ADDITIONS/MODIFICATIONS TO AGENDA: Freehling moves to approve the presented agenda. Young seconds. Roll call: All “aye.” Motion passes.

CONSENT AGENDA:

October Bills: Howe moves to approve the bills. Freehling seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; and Freehling, yes. Motion passes. Bills will be paid.

STAFF REPORTS:

Life Safety: Chief Drage provides Public Outreach Activity, Existing Construction Inspections, New Construction Inspections, and Plan Review graphic representations in the Google Folder for the BoDs review.

Personnel: Inspector Kurt Nakata started his full-time position with FRFR on Nov 11th. We are so excited to welcome Kurt and his family to our FRFR family. Welcome, Kurt!

Community Outreach: A huge THANK YOU goes out to the engine companies and ambulances at both stations on all three shifts. They provided a LOT of community outreach during the past weeks. October was by far the busiest month we’ve had for outreach this year!

Young praises Kurt Nakata and stated he is a “Class Act.” Young was able to see him in action at PRE for Fire Prevention Month.

Training: On October 16-17, Chief Drage coordinated the pilot offering of a brand-new Fire Inspector 1 Certification Class that he has been building for the Division of Fire Prevention and Control for more than 4 years. There were 15 students in the class and we received some great feedback on class organization, as well as many fantastic opportunities for improving the class. We are very thankful to US Engineering for hosting our students on two separate days. Through this cooperation, the participants received invaluable hands-on training that allowed them to see what the book talks about. Work will now transition to making improvements to the course and awaiting IFSAC accreditation. We hope to see the final version of this course developed and implemented by the end of 2020.

Nature’s Herbs: The heavy timber shell of the building is complete. Crews are working on the basement interior framing right now, and will soon be moving into interior framing in the upper floors.

Development Reviews: Drage states they have started to participate in bi-weekly project planning meetings with the Town of Johnstown. We also had a great conversation with Town Manager Matt LeCerf regarding the 2018 IFC adoption. We should see the final version of that coming out in the next couple of weeks, with Town adoption likely at the end of the year.

The Compliance Engine: We went live with TCE on October 15th. Kurt and Drage went through a web-based training as the program kicked off. Kurt will be monitoring this program to keep up with the information we will gain from it.

Fire Investigations: Crews responded to two reported fires in October. First was a fully involved car at the Loveland Auto Auction, near Johnson's Corner. We also had a reported residential structure fire that, thankfully, turned out to be a malfunctioning boiler. The only damage to the home was their 52-year-old boiler. Great work by all Operations personnel on these fires!

ADMINISTRATION:

Treasurer's Report / Financial Report

- October Bills are posted in the Board Financial folder
- YTD Numbers are posted in the Board Financial folder
- The 2020 Payroll Calendar is attached in the Google Folder

Financial Update

- We will need a budget amendment hearing at the next Board meeting to change the amount appropriated for the 2019 Capital Budget. We need to appropriate the money that was donated for gas monitors and use some capital reserves for the remodel at Station 3. Chief Covillo will go into more detail during his report.
- The Debt Fund check for the 2024 has been sent to UMB and will show in November reports.
- The 2020 Budget and resolutions have been sent to John Chmil for approval, and the budget hearing has been published in the Johnstown Breeze for the December 11, meeting.

Director of Administrative Services Report

- All member pictures have been completed and we hope to have these to members by the end of the year
- Award Banquet planning is underway and we are literally wrapping up final details

Workers' Comp Insurance For 2020: We are in the process of writing a letter outlining our worker comp policies to the State of Colorado Workers' Compensation Division. The purpose of this letter is to let them know we will be paying our members leave when they are out on workers' comp insurance, and the check written by our insurance company, Pinnacol can now be written to FRFR instead of the employee. This will allow our members to keep receiving pay without any interruption and without using all of their sick or vacation pay while waiting for Pinnacol to pay them.

Open Enrollment: November 1st began open enrollment for our full-time members, this continues through November 21st. We have also had Aflac attend two open enrollment meetings to review their benefits. A copy of the open enrollment PowerPoint is in the Admin folder.

3rd Quarter: Chief West sent a letter with the 3rd quarter update to all of our volunteer retirees, inviting them to tour the station and to observe a training session. The 3rd quarter report can be found in your November Board File.

Board Agenda and Meetings: House Bill (HB) 19-1087 was signed into law on April 25, 2019, and allows and encourages local government entities to post a notice of public meetings electronically rather than in a physical location. Under Colorado's Sunshine law, a local government must provide full and timely public notice of any meeting of two or more members of a public body at which any public business is discussed or at which any formal action may be taken. Starting on July 1, 2019, this Bill allows all local government entities to fulfill this requirement by posting a notice of public meetings on the entity's website, available to the public at no charge, at least 24 hours before holding a meeting. The intent of the General Assembly with this Bill is:

- That local governments transition from posting physical notices of public meetings in physical locations to posting notices on a website, social media account, or other official online presence of the local government.
- To relieve a local government of the requirement to physically post meeting notices, with certain exceptions, if the local government complies with the requirements of online posted notices of meetings.
- To closely monitor the transition to providing notices of public meetings online over the next two years and, if significant progress is not made, to bring legislation mandating in statute that all notices be posted online except in very narrow circumstances that are beyond the control of a local government.

The posting of meetings on FRFR's website will save staff time by eliminating the travel time to physically post meeting notices at multiple locations. This will also allow the public to see minutes and other board documents within a meeting date. Attached is a copy of House Bill 19-1087. We will begin this January 1, 2020. The 2019, agendas are on the website now.

OPERATIONS:

Apparatus, Equipment, and Facilities:

Apparatus:

- We have not had any activity on Tender 3. Chief Werness and Covillo have discussed reducing the price by 5,000.00
- Covillo is ecstatic to report that we have a chassis. SVI is working on putting the truck together, and Covillo is hopeful that we will be able to have it here by the December BOD meeting.
- Engine 1 is at Front Range FA. They are correcting all of the issues and performing some repairs. Covillo anticipates the engine to be out for another week or so.

Facilities: Station 2 Phase 1 remodel is close to being completed. We will be working with H3 on resolving any punch list items before we move out of the east side bedrooms and bathrooms. Please go up and take a look if you have not already done so. Phase 2 will start immediately. We are looking for the second phase to be completed by Christmas.

Staffing: Tomorrow we will perform our very first shift bid process. We are excited to allow our members the opportunity to pick their assignments for the next year. The members will begin their appointments after the first of the year.

Operations/Training:

Operations:

- Our call is on pace to finish out below last year. Not by much, although a minimal decrease. We are over all down 15 calls in comparison to 2018. The full reports are in your folder
- In October, Covillo attended the Colorado Fire Chiefs Leadership conference in Keystone. Covillo enjoyed some excellent speakers and did a great deal of networking.
- We have been continuing to work with the RE 5J School District and both Law Enforcement agencies on developing and unified approach to emergencies. The group will be working on some tabletop exercises in January. We are happy that we have been able to bring all the parties together.

Training: Chief Kronholm has been working on the training calendar for next year. He just finished up teaching a four day Fire Instructor I class in conjunction with Greeley Fire.

FIRE CHIEF:

October Chief's Report: West reports this was a short month for him as he moved from Lone Tree to Windsor and also took some needed vacation time in Florida. Since our last monthly meeting, West has:

- Held three executive staff meetings
- Held one leadership meeting- Battalion Chiefs
- Produced two video classes/webcasts for the department
- Chief Covillo and West attended the annual Colorado Fire Chiefs meeting and conference in Keystone. This opportunity allowed us to learn as well as network with the State's Fire Chiefs.
- West attended the 402-interchange ribbon cutting. As you know, this will have a significant impact on the district and growth.
- West instructed an officer development course for the Loveland Fire Rescue.

OLD BUSINESS:

Milliken IGA: Staff continues to work with the Town regarding our IGAs We will be attending a work session today and West will update the Board with the most current information.

In 1986, the town signed an agreement with the then Milliken Fire Protection District. Since that time, the agreement does not appear to have been updated. Since the creation of FRFR leaves the Milliken IGA defunct, we have written an updated agreement (and its accompanying Impact Fee IGA) that has been adopted by the Johnstown. We are hopeful that Milliken will soon adopt this agreement. Recent discussions with the town have led us to feel that they may be reluctant to agree to impact fees in the town. As you know, growth paying for itself and the infrastructure within FRFR has been stated as an important talking point in the recent past. We feel that it is right to request such fees to ensure that we can keep up with the added call volume that growth brings. Our IGA (and specifically our Impact Fee IGA) will have long term effects on FRFR's capital funds and our ability to continue to provide the level of service the Town expects.

West and Covillo went to the Town of Milliken Work session. West is 99.9% sure that the hydrant maintenance situation is solved and can be taken off of the table. West volunteered and stated that FRFR is willing to assist The Town of Milliken this one time shot in 2020—a handshake agreement, but not contractual by any means.

West feels they are making big progress with the 502 proceedings. West gave a report on this.

NEW BUSINESS:

Station 2 Financing: The Staff has met and talked to three different lending organizations over the past couple of months for financing options for the remodel at Station 2. The staff has narrowed the list down to two, First National Bank and Points West Bank. Both provided a comparable proposal, although the most significant differential is the interest rates. Each was asked to update their proposals in October based on a 5-year note with no additional out of pocket collateral by the District. Points West has offered a 4.05% interest rate in comparison to First National, which is at 3.25%. The lower interest rate will save the District \$12,900.00 over the term of the loan. No additional money will be necessary for collateral with First National Bank.

There is the proposal from each bank and an amortization worksheet for the BoDs in the Google Drive Folder under Staff Report/Operations/Station 2.

Administrative staff is making the following recommendation for the FRFR Board of Directors to direct the Staff to execute a loan agreement for \$600,000.00 with First National Bank for the third phase of FRFR Station 2 remodel.

Howe moves to direct the Fire Chief or designee to negotiate and execute a loan for the amount of \$600,000.00 with First National Bank for the term of 60 months at an interest rate of 3.25% to fund the next phases of the remodel of Station 2. Freehling seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; and Freehling, yes. Motion passes.

Resolution 2019-13, Allowing Fire chief to sign Bank Loan Contract: Young moves to approve Resolution 2019 – 13 Authorizing the Fire Chief, or his Designee, to execute a contract over \$75,000 for the Station 2 Remodel Construction Loan. Freehling seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; and Freehling, yes. Motion passes.

Resolution 2019-07 for the amendment an adoption of the 2018 IFC: Drage states there have been several meetings/conversations with the Town of Johnstown regarding these codes. The Town of Milliken has asked for these as well. The code amendments are the same exact thing. Nothing significant has changed other than a few minor adjustments. These codes have brought current and modern safety codes for the municipality.

Howe asks if the two towns are speaking with each other. Covillo and West state that they are. Howe feels it is amazing that they are communicating. West states they have ongoing conversations with the Town Administrators and that things are working out well. West states they are making progress.

Freehling moves to adopt Resolution 2019-07 for the amendment and adoption of the 2018 IFC. Young seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; and Freehling, yes. Motion passes.

NEW BUSINESS:

Fire Station #1 Northern Property Line: Director Young informed Chief Drage that the northern property line at FRFR Station 1 was not properly corrected through the plat process with Weld County. The process is now underway to correct that discrepancy.

The legal northern property line for Station 1 was originally platted to start south of the flagpole and run northwest at an angle (1). In early 2005, the Johnstown Fire Protection District recorded two Quit Claim Deeds that were intended to remove the angled property line and replace it with an east-west property that correlated with the current location of the white fence along our northern border. Unfortunately, the Quit Claim Deeds only specified a straight line and not a parcel or parcels of land that could be deeded between parties. Although the Quit Claim Deeds were properly recorded with the County, they did not actually accomplish any property transfer. Drage has been in contact with the Clerk and Recorder's Office, as well as the Assessor's Office, to determine the best path forward to legally and permanently resolve the property line. Drage has also been in contact with the northern property owner, and he is 100% on board with pursuing this resolution. Drage reached out to King Surveying, the company that originally completed the property line survey. They sent us corrected surveys on 11-11-2019 that clearly and legally define both triangles. Those surveys have been sent to our legal counsel so he can prepare new Quit Claim Deeds that can be filed and recorded with Weld County. Drage anticipates the new legal documents should be ready in roughly a week. Unfortunately, Weld County is running at least 3 months behind right now, so it will likely be the middle of 2020 before the documents have been completely filed and recorded. Drage would anticipate some minor fees from Weld County for filing and recording the documents.

Pending any Board discussion, Drage is requesting a motion and a second to authorize FRFR staff to continue to work with both Justin Frank and Weld County to legally file and record Quit Claim Deeds to legally modify the property line separating FRFR Station 1 from Mr. Frank's property at 23161 County Road 15.

Freehling moves to adopt the Station 1 North Property Lines. Howe seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; and Freehling, yes. Motion passes.

2020 Board Meeting Dates: West states in a previous meeting, there has been discussion for our desire to increase communication and collaboration with the Town of Milliken. As you know the Town's meetings are held on Wednesday nights and this time conflict reduces our ability to be present at the meetings. For 2020 we would like to change the FRFR meeting day to the second Tuesday of the month.

Freehling moves to adopt the presented 2020 BoD Meeting Schedule and the Second Tuesday of each month as our regular monthly Board Meeting day/time. Young seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; and Freehling, yes. Motion passes.

Remodel of Station 3: Last month Director Young asked about District 3 service delivery with 2923. We refrained from any comments as we working with UCH on a plan. Covillo is happy to announce that UCH-EMS has been working towards getting 2923 as a fulltime 911 response unit. We are excited for this to happen and working towards making Station 3 more livable. We are going to fast track a remodel of the space to create two bedrooms and modify the kitchen area. H3 has been doing excellent work for us, and we asked them to put together a design and estimate. We have a proposal from H3 for \$45,559.00 for the project.

Administrative staff makes the following recommendation to the FRFR Board of Directors to contract with H3 for the remodel of Station 3 for a maximum amount of \$50,000.00. Additionally, the Board may elect to direct the Fire Chief or designee to execute a contract with H3 Construction and Design. The Board will need to approve spending up 50,000.00 from the Capital Reserve funds for the project. There is a drawing and the estimate from H3 in the Google Folder under Staff Report/Operations/Station 3.

Young moves to direct staff to contract with H3 Construction & Design for the remodel of Station 3, and direct the Fire Chief or designee to execute a contractual agreement for the said project not to exceed \$50,000.00. Howe seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; and Freehling, yes. Motion passes.

Howe thanks the Chiefs for taking an interest in this. West states that in building relationships with Millikan and other districts and because of UC Health willing to help us out, it has gone a long way in helping FRFR out.

Covillo states the construction company is doing a great job.

Notice of Claim Received: FRFR has received a Notice of Claim under the Colorado Governmental Immunity Act from Boesen Law, LLC. This claim is related to an incident that occurred in Windsor's district that FRFR responded to for mutual aid. We have discussed the particulars of the claim with our District's insurance carrier and they have retained council specific to this case. Staff will update the Board on any developments as they occur.

BOARD REPORTS/ACTION: Young asks about parking personal vehicles inside for protection. Covillo states they are trying to sell the Tender and this will make some room once apparatus is sold.

Young is concerned about holes in the mortar. Covillo will have the construction company look at the said holes and go by their guidance on correcting/fixing it.

Rutt and Howe extend fantastic and excellent work/job to the Chiefs and ask to please pass on to the crews.

CORRESPONDENCE: In Google Folder.

ADJOURNMENT: Rutt move to adjourn at 19:37. Meeting adjourned at 19:37.